



SENIOR LEVEL VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: USPTO-05-294
OPENING DATE: January 9, 2006
CLOSING DATE: February 8, 2006

United States Patent and Trademark Office

TITLE, SERIES, AND GRADE

Attorney-Advisor
(Trademark Legal and Examination Policy Specialist)
SL-905
Salary from \$109,808 to \$143,000
This position is not covered by
a bargaining unit.

VACANCY LOCATION

United States Patent and Trademark Office
Commissioner for Trademarks
Deputy Commissioner for Trademark
Examination Policy

WHO MAY APPLY

Current and Former Federal Employees

AREA OF CONSIDERATION

Washington, DC Commuting Area

DUTIES: This position is located in the Office of the Commissioner for Trademarks under the Deputy Commissioner for Trademark Examination Policy. The incumbent is an attorney who is a recognized expert in the law, regulations, policies, and procedures related to the Federal registration of trademarks. The incumbent will work with high-level agency officials, private attorneys, industry representatives, and national and international trademark law associations to develop legislation, Federal rules and agency policy related to the examination of applications for trademark registration. The incumbent will ensure that new legislation, rules, and policy decisions are translated into revised procedures for examining attorneys and other staff under the Commissioner for Trademarks.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have had two to five years of experience which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typically related to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. The minimum requirement is a law degree and membership in good standing of the Bar of any state, District of Columbia, Puerto Rico, or any territorial court under the Constitution.

EVALUATION OF QUALIFIED CANDIDATES: will be on the basis of experience, training, awards, supervisory appraisals, and the following ranking factors: **FAILURE TO ADDRESS EACH FACTOR MAY HAVE AN IMPACT UPON YOUR RANKING.**

1. Knowledge of trademark law, policy, practices, and procedures related to the examination of applications for trademark registration, and knowledge of international treaties related to trademark registration.
2. Knowledge of the process for developing high-level, broad impact agency policy and procedure related to the federal registration of trademarks and for implementing legislation related to the federal registration of trademarks, including knowledge of the federal rule making process.
3. Demonstrated ability to represent effectively, both orally and in writing, the agency position on proposed changes to the rules, policies, and procedures related to the federal registration of trademarks, and to make presentations in the area of the law, rules, policies, procedures, and international treaties governing the federal registration of trademarks.

HOW TO APPLY: Submit the following:
Signed SF-171 or OF-612, Application
for Federal Employment, or resume.

Most recent supervisory appraisal for
status candidates only

A narrative describing experience,
education, and training, etc., in each
of the three ranking factors.

**FOR SPECIFIC INFORMATION ABOUT
THE ANNOUNCEMENT CALL:**

Diana Mickle (571) 272-6185

TTD# (800) 828-1120

MAILING ADDRESS:

United States Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

United States Patent and Trademark Office
Office of Human Resources
Human Resources Service Center
Elizabeth Townhouse, Suite 1A79
550 Elizabeth Lane
Alexandria, VA

**Applications must be received in the
Office of Human Resources by the
closing date of this announcement.**

United States Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for these or other assistance and accommodation should be directed to the contact above.

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Rev4/95

I. HOW TO APPLY

CANDIDATES may submit a resume, OF-612, Optional Application for Federal Employment, or any other written format you choose. (SF-171, Application for Federal Employment, is also acceptable.)

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, TO ASSURE CONSIDERATION, THE FOLLOWING INFORMATION SPECIFIED IN ITEMS 1-5 BELOW MUST BE PROVIDED. FAILURE TO PROVIDE ANY OF THIS INFORMATION MAY LEAD TO NON-CONSIDERATION FOR THIS POSITION.

- 1. The announcement number, title and grade of the position for which you are applying.**
- 2. Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes).
 - b. Social security number.
 - c. Country of citizenship.
 - d. Highest federal civilian grade held, including job series and dates held.
- 3. Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours.
- 4. Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal).
 - b. Duties and accomplishments.
 - c. Employer's name and address.
 - d. Supervisor's name and telephone number.
 - e. Starting and ending dates (month and year).
 - f. Hours per week.
 - g. Salary.
 - h. Indicate if we may contact your current supervisor.
- 5. Other Qualifications**
 - a. Job-related training courses (title and year).
 - b. Job-related skills, i.e., other languages, computer hardware/software, etc.
 - c. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - d. Job-related honors, awards and special accomplishments, i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc. Give dates but do not send documents unless requested.

II. GENERAL INFORMATION

1. Applicants must apply at their own expense; applications mailed in government postage-paid envelopes or faxed from another Federal Government agency fax machine will not be considered.
2. Applicants must ensure that their complete application is postmarked no later than the closing date of the vacancy announcement.
3. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
4. Applicants must be citizens of the United States (or owe allegiance to the United States).
5. Handicapped applicants, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
6. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
7. Applications will not be returned to applicants.
8. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
9. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, USC sections 3302 and 3360.
10. Candidates outside of the PTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.